

HR Work Group to the Advisory Council Organizational Meeting Minutes

February 29, 2012

9:00 AM – 11:00 AM

Members Present: James Fehr, Kenneth McElroy, Brent Rabe, Marty Roos, Kila Shepherd, and Deborah Sloat

Members Absent: Diana Piccono

Department of Administration Management and Staff Present: Janet Kelly, Paula Stoll, Peggy MacEwen, Gary Phillips

Facilitator: Chris Christensen

Meeting Summary: Gary Phillips

Welcome: Janet Kelly thanked the group members for their participation, and emphasized how important Workforce Development and Planning are to her and the State of Montana.

Introductions: Participants and DOA members introduced themselves.

Meeting Purpose: Organizational Meeting

Meeting Summary

Facilitator reviewed work group roles and responsibilities:

- Membership in this group was by invitation and acceptance
- Substitutions will not be allowed
- Members are to attend all Advisory Council Meetings and Work Group Meetings
- 3 absences within 6 months may impact continued membership
- Group will discuss fact based options
- Develop alternative approaches to issues (identifying pros and cons)
- Recommendations will be based on consensus
- Speaker will be elected for each presentation
- Role of the speaker was outlined for the group
- Agenda ideas group members have for the Council will be run through DOA

Facilitator presented ground rules. Group discussed, modified, and agreed to the ground rules.

Facilitator outlined the decision-making process as follows:

- Issues fully studied prior to decision-making process
- Motion, Second, and determine where people are on the issue
- Discussion until all viewpoints have been heard
- Vote on the issue
- Only decisions reached by consensus will be presented to the Council

Group Discussion: Brent Rabe initiated discussion about how to begin work after the Advisory Council meetings. Gary Phillips laid out a process for collaboratively developing the problem statement and Janet Kelley indicated Gary would have the opportunity to verify the accuracy of that statement prior to the group beginning their work. The group agreed with the stated approach.

Facilitator led a group consensus building exercise.

Commitments: Gary Phillips will schedule two meetings paying close attention to member's schedules and will get members noticed to Advisory Council meetings.

Closing Comments: Janet Kelly reiterated her appreciation to group members for their participation.

Gary Phillips emphasized the importance of the strategic nature of the group and the positive impact the group could have in workforce development and planning.